

NCIC

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NATIONAL SEX OFFENDER REGISTRY (NSOR)

NATIONAL SEX OFFENDER REGISTRY

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- Certain violent, drug and/or sex offenders must report regularly to the Sheriff's Office, in the offender's county of residence, for the purpose of maintaining court ordered registration.
- This “**registration**” process is **not** the same as an “**NCIC entry**”.

MAKING AN NCIC ENTRY

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- The Violent and Drug Offenders are only required to register with the Sheriff's Office, they are not entered into NCIC at this time.
- Only those registering as sex offenders are to be entered in this file to meet the requirements of the Sex Offender Registration and Notification Act (SORNA or the Adam Walsh Act).

NATIONAL SEX OFFENDER REGISTRY

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- Any sex offender required to register under the Kansas Sex Offender Registry program has met the NCIC criteria for entry into the National Sex Offender Registry.
- When a person is required to register as a sex offender, the **Sheriff's Office of the offender's county of residence** is required to complete and maintain a corresponding **entry** in the NSOR.
- If the offender works and/or attends school in a county *other* than their county of residence, they are required to **register** with that additional county.

NATIONAL SEX OFFENDER REGISTRY

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- Any subsequent non-residency registering county/agency shall run an inquiry upon the subject's name and date of birth through NCIC to determine if the offender is entered in NCIC by their resident county as required.
- These agencies shall also make contact with the registering agency of the offender's county of residence to ensure all pertinent information is available and known to the agency maintaining the NSOR entry upon the offender.

NATIONAL SEX OFFENDER REGISTRY

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- Registrations for non-resident offenders that work or attend school must use the employer's or school's address/telephone number in the location fields of the **registration form**.
- **Registration** with a Sheriff's Office, under these circumstances, does not translate to an additional **entry** if/when the offender is already entered by his/her county of residence.

NATIONAL SEX OFFENDER REGISTRY

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- States shall ensure that procedures are in place to accept registration information from non-resident offenders who have crossed into another state in order to work or attend school.
- A Point of Contact (POC) ORI list for state and territory sex offender registries is located in the Introduction Section of the NCIC Manual.

MAKING AN NCIC ENTRY

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To make an NCIC entry you will need:

- Kansas Offender Registry Form

To satisfy KCJIS requirements, NCIC records are required to be “packed”, therefore you will also need:

- Inquiry III (QH for identifiers)
- Kansas and Out Of State Criminal Histories
- DL (or ID card) information (KS & out of state)
- Vehicle Registration(s)
- Your own agency files

MAKING AN NCIC ENTRY

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Agencies need to maintain for the case file:

- Entry worksheet (with second party check)
- Kansas Offender Registry Form
- DL (or ID card) information (KS & out of state)
- Vehicle Registration(s)
- Most current validation worksheet

MAKING AN NCIC ENTRY

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- Entry into the NSOR is to be accomplished within the same 3 day requirement applied to other files of NCIC.
- The count begins from when the registering agency receives the registration information from the offender.

OFFENDER REGISTRATION DATE (ORD) *

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- This is the date of the initial registration in the State of Kansas. If ORD is unknown consult the Kansas Sex Offender Registry website. If no ORD is available consult KBI.
- If a date still cannot be obtained use the conviction date and explain in the MIS field.
- If an offender is coming to Kansas, after registering in another state, then the ORD should reflect the ORD of the state from which they are coming.
- If there is no ORD or conviction date available, use the date of first registration with your agency and explain in MIS Field.
- The ORD remains unchanged on an offender while they are registered no matter where they register.

ENDING REGISTRATION DATE (ERD) *

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- Use KBI's Offender Registry to aid in determining the ERD.
- For 15 and 25 year registrations, there will be a date calculated by KBI for when the registration requirement is to end.
- Offenders registering for life should be entered as NONEXP.
- If the ERD has not been determined (i.e.; subject to a mental evaluation), NONEXP should be used with the appropriate comments in the MIS Field.

For example: MIS/ERD NOT YET ESTABLISHED

ENDING REGISTRATION DATE (ERD)*

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- If the ERD Field contains NONEXP, the record is maintained indefinitely in NCIC.
- Time the offender serves while incarcerated does **NOT** count towards the required registration duration.
- When the ERD is met, the NCIC system will inactivate the NSOR record. The record will show as “expired”. You will not be able to make any changes to the record once it is in the “expired” status.

CONVICTION RESULTING IN REGISTRATION (CRR) *

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- Every effort should be made to utilize an accurate offense code best reflecting the conviction charge.
- If the registering agency cannot locate an appropriate code amongst the options, a generic offense code such as “Sex Offense” should be used with specific information in the MIS Field, for example: MIS/CRR is Lewd/Lascivious Act with minor.

DATE OF CONVICTION (CON) *

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- Due to the lack of disposition reporting, the date of conviction may not be available. In such cases another date associated with the conviction, i.e.; date of arrest, may be used with an explanation in the MIS field.

NCIC ENTRY

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- * Agency Case Number (OCA)
 - The entering agency shall ensure the OCA is a unique number assigned to the case within the agency
- Sexual Predator (SXP)
 - Records for those required to register as a sexual predator **MUST** be entered with an ERD as NONEXP
 - Set SXP field to Y for YES, the message key will be translated as a **SEXUALLY VIOLENT PREDATOR**

NCIC ENTRY

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- Offender Status (OFS)
 - Example: Active, Non-Compliant, Incarcerated
- Juvenile Offender Indicator (JUV)
 - The JUV Field should include “Y” to indicate the offender is required to register based on a juvenile adjudication
 - If the offender was convicted as an adult, regardless of age, an “N” should be entered in the JUV Field.
 - If this information is not known, the field should be left blank
- State ID Number (SID)

TIER LEVEL

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- Although compliant with the Adam Walsh Act, Kansas does not utilize the “Tier Level” terminology as found in the federal law.
- Kansas elected to group offense types into registration duration categories.

15 year registrations are consistent with the Federal Tier I status

25 year registrations are consistent with Tier II

Lifetime registrations are consistent with Tier III

PERSONAL INFORMATION

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- * Name (NAM)
- * Sex (SEX)
- * Race (RAC)
- Place of Birth (POB)
- * Date of Birth (DOB)
- * Height (HGT)
- * Weight (WGT)
- * Eye Color (EYE)
- * Hair Color (HAI)

PERSONAL INFORMATION

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- FBI/UCN number

If the FBI has established a criminal history record for the offender, the FBI/UCN number **MUST** be included in the NSOR record.

If the offender's FBI/UCN number is unknown, the entering agency should follow recognized procedures to determine, verify or establish the FBI/UCN Number.

- To establish an FBI/UCN number, fingerprint the individual and submit the prints to the FBI.

FBI NUMBER

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It is IMPERATIVE that every effort is made to determine if the offender has an FBI/UCN number and to include it in the NSOR record when it is available.

SEX OFFENDER REGISTRY NOTICE

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- When a NSOR record is entered with, or modified to include, an FBI/UCN number, the NCIC system generates an inter-system message (\$.A.WPT) to the Integrated Automated Fingerprint Identification System (IAFIS).
- IAFIS places a SOR notice on the offenders criminal history record ensuring that the subject's status as a sex offender is discovered during a fingerprint check (whether for criminal or civil purposes).

NSOR MISSING INFORMATION NOTIFICATION MESSAGE

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- A “\$.K.SOR” Missing Information Notification message is transmitted to the ORI of the record when a NSOR record has been on file for 30 days and does not yet contain an FBI/UCN number.
- Inclusion of the FBI/UCN number ensures that sex offender registry information is available through criminal and civil fingerprint submissions.

PERSONAL INFORMATION

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- Skin Tone (SKN)
- Ethnicity (ETN)
- Scars, Marks, Tattoos (SMT)
- Fingerprint Classification (no longer required in NCIC person entries) (FPC)
- Miscellaneous Number (MNU)
i.e.; alien registration, passport number, personal identification number, military serial number, originating agency police or ID number, etc.)

PERSONAL INFORMATION

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- Social Security Number (SOC)
- DNA – (DNA) Yes or No.
If Yes, you will need to state the location
- DNA Location (DLO) – Kansas Bureau of Investigation
- Caution/Medical Condition (CMC)
Mandatory field if the message key is “Sexual Offender Entry - Caution” is selected
- Citizenship (CTZ)
(Mandatory if it is located in the Criminal History Record)

PERSONAL INFORMATION

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- Telephone Number (TNO)
Format will be: 123 456-7890
Three digit area code
Space
Three digit prefix
Hyphen
Four digit number
- Telephone Type (TNT)
- E-Mail (EML)
Must not contain a period (.)
johndoe@yahoo(dot)com

PERSONAL INFORMATION

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- Internet Identifiers (IID)
To represent a period use (dot)
- Employer Name (EMP)
- Occupation (OCP)
- Professional License Number (PLN)
- Professional License Type (PLT)
(i.e.; Bail Bondsman, Auctioneer, etc.)
- School Name (SHN)
Include any branch identification & full address

(for example:
Kansas State University – Salina 2310 Centennial Road
Salina, Kansas 67401)

VICTIM INFORMATION

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- Place of Crime (PLC)
Drop down box will give you options of state, US Properties, other Countries, etc.
- Relationship to Victim (ROV)
- Victim Age (AOV)
- Victim Gender (SOV)

OPTIONAL LINKAGE INFORMATION

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- Linkage Agency ID (LKI)
- Linkage Case Number (LKA)

* These are NOT frequently utilized fields *

OPERATOR INFORMATION

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- Operator's License Number (OLN)
Offender's Driver's License Number
- Operator's License State (OLS)
Offender's Driver's License State of Issue
- Operator's License Year of Expiration (OLY)

LICENSE PLATE INFORMATION

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- License Plate Number (LIC)
Offender's tag information on any vehicle he/she may drive. Additional vehicles will be added in the supplemental entry.
- License Plate State (LIS)
- License Plate Year (LIY)
- License Plate Type (LIT)

VEHICLE INFORMATION

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- Vehicle Identification Number (VIN)
- Vehicle Year (VYR)
- Vehicle Make (VMA)
- Vehicle Model (VMO)
- Vehicle Style (VST)
- Vehicle Color (VCO)
- Vehicle Ownership (VOW)
(personal, registered to a household member, work, etc.)

BOAT INFORMATION

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- Registration Number (REG)
- Registration State (RES)
- Expiration (REY)
- Boat Hull Number (BHN)
- Boat Make (BMA)
- Boat Type (BMA)
- Boat Length (BLE)
- Boat Model (BMO)
- Propulsion (PRO)
- Hull (HUL)
- Hull Shape (HSP)
- Home Port (HPT)
- Boat Name (BNM)
- Coast Guard Number (CGD)
- Color (BCO)

ADDRESS INFORMATION

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- Address Type (ADD)
- Beginning Date (BDA)
- Ending Date (EDA)
- Street Number (SNU)
- Street Name (SNA)
- City Name (CTY)
- * State (STA)
- Zip Code (ZIP)
- County (COU)

ADDRESS INFORMATION

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- Punctuation should be omitted from the City (CTY) and County (COU) Fields (i.e.; St. Louis would be St Louis or Saint Louis)
- **Abbreviations are not permitted**
- Apartment number and/or PO Box should be included
- If code “09-Temporary Lodging” is used, the beginning date (BDA) and the ending date (EDA) fields must be included

MISCELLANEOUS INFORMATION

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- Up to 500 characters are allowed in the MIS Field
- MIS Field is NOT searchable
- Aliases, nicknames, vehicular data, dates of birth, social security numbers, scars/marks/tattoos and operator license numbers should **NOT** be entered in the MIS Field

SUPPLEMENTAL ENTRY

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- When adding supplemental information you will need to include two of the three record identifiers.
- We recommend using the NIC (NCIC Number) and OCA (Agency Case Number).
- You can add only 9 various items of supplemental information at a time. (i.e.; in one supplemental entry you could have 3 additional dates of birth, 3 tattoos, 3 additional social security numbers).

NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

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- Alias – 99
- Date of Birth - 9
- Scars, Marks, Tattoos - 19
- Social Security Number - 9
- Offender Status - 9
- Miscellaneous Number - 9
- Caution/Medical Condition - 10
- Citizenship - 9
- State ID Number - 55

NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

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- Telephone Number and Type - 9
- E-Mail - 99
- Internet Identifiers - 99
- Employer Name - 9
- Occupation - 9
- Professional License Number and Type - 9
- School Name - 9

NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

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- Relationship to Victim, Age of Victim & Gender – 9
- Operator License Number, State and Year of Expiration (entered as a set) – 9
- License Plate Number, State, Year of Expiration and Type (entered as a set) – 9
- VIN, Vehicle Year, Make, Model, Style, Color and Ownership (entered as a set. Model, Color and Ownership are not required for entry, but should be entered if known) – 9
- Boat Type, Length,, Model, Propulsion, Hull, Hull Shape, Home Port, Boat Name, Coast Guard Number and Color - 9

NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

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- Address Type, Beginning and Ending Date at Address, Street Number and Name – 99
- City Name, State, Zip Code and County – 99
- **An employer's physical address information should be indicated by the use of a supplemental entry (along with any other applicable addresses the offender may declare)**

ACCURATE AND COMPLETE RECORDS

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- As with all NCIC file records, the entering agency must ensure that all data is correct and must account for all available data in all fields in the entry.
- Missing or additional data that becomes available at a later time should be promptly added with the use of a modify message.

MODIFICATION

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- A modification message is used to add, delete or change data in the NSOR record.
- An NSOR record cannot be modified if the record is in an expired or cleared status.
- Any modification of information is to be completed as soon as possible, not to exceed 3 days, upon receipt of the information supporting the modification.

VALIDATION

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- A portion of the NSOR records will be validated monthly based on the Offender Registration Date (ORD) Field.

Validation Month – Month in ORD Field

JANUARY.....OCTOBER
FEBRUARY.....NOVEMBER
MARCH.....DECEMBER
APRIL.....JANUARY
MAY.....FEBRUARY
JUNE.....MARCH

JULY.....APRIL
AUGUST.....MAY
SEPTEMBER.....JUNE
OCTOBER.....JULY
NOVEMBER.....AUGUST
DECEMBER.....SEPTEMBER

VALIDATION

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- NSOR records that have been validated within the last 11 months, based on the Date of Last Validation (VLD) Field, will not be selected for validation.
- The NSOR is unique among the files of NCIC as the offender must return to confirm/update pertinent information repeatedly throughout each year for the duration of the registration requirement.
- It is recommended that as an agency reviews and/or modifies a record as the result of the offenders latest registration to also indicate a validation has been completed. This allows the agency to validate it's NSOR records on it's own schedule and not the NCIC's system schedule.

VALIDATION

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- If your agency has a record that is up for validation it is recommended to inquire upon the KBI's Registered Offender website to ensure the offender has not been registered in another jurisdiction.
- If the subject has relocated to another jurisdiction, contact should be made with that agency to confirm the status and entry into NCIC before clearing your agency's record.
- Each time an agency validates a sexual offender entry a validation worksheet should be completed and maintained in the case file. Only the most current worksheet should be maintained, prior worksheets may be shredded.

\$.Q. SEX OFFENDER NOTIFICATION

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- An automated “\$.Q.” Sex Offender Notification notifies the ORI of an existing NSOR record that another sex offender record has been entered or modified to include matching identifiers.

RECORD REMOVAL

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- NSOR records must be removed as soon as possible, not to exceed 3 days, from the agency receiving the information supporting the removal of the record.
- A NSOR record is to be cleared when an offender has relocated and another jurisdiction has registered and entered the offender into NCIC.
- A clear transaction will change the status of the NSOR record from active to inactive and maintain the entry in a historical file.

RECORD REMOVAL

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- A cancellation message is used when it is determined that the record is invalid or the offender is deceased.
- When a cancellation message is used, this removes the record entirely from NCIC. It will not be saved to the historical file.

FAQ

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- What do we do if one of our offenders is now incarcerated in DOC?

Modify your entry to show “Incarcerated”. When you receive notification that DOC has entered the offender, you would then clear your entry. If the record comes up for validation before DOC has entered the subject into NCIC, simply check the Offender Registry (to ensure the need to be registered is still valid) and KASPER (to ensure the individual is still incarcerated) and then mark the entry as validated.

NON-COMPLIANT OFFENDERS

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- A Sheriff's Office may also enter in the NSOR record for offenders who have failed to register or are otherwise non-compliant with an explanation (i.e.; absconder) in the MIS Field.
- Agencies are encouraged to also seek warrants for these individuals and make corresponding entries in the Wanted Person File.
- A warrant for non-compliance may be sought by the county of residence or by the county of conviction.



Thank You

ANY
QUESTIONS?